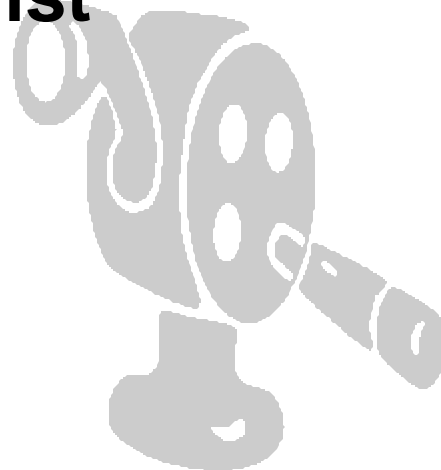




Real Estate Office Seeks Receptionist



Qualifications:

- Bi-lingual (Spanish & English)
- Full or part-time position available
- Must have a good phone voice
- Ability to maintain monthly ordering of office supplies
- Flexibility to work Saturdays if needed
- proficient in MS Word, Excel, Outlook, Access, and Power Point

Contact:

- E-mail resume to Cynthia_Patron@longbeach.gov



For more information visit the Career Transition Center

3447 Atlantic Ave.
Long Beach, CA 90807
(Major Cross Streets: Atlantic/Wardlow)

**Greater Long Beach
Workforce Development System**

Career Transition Center • Youth Opportunity Center
Department of Community Development
City of Long Beach
(562)570-3700 • (800)292-7200
www.longbeachworkforce.org